

Class Title: Legal Administrator**BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Oversees and directs staffing and the daily duties of support staff. Prepares annual budget requests and directs office purchases. Serves as an office liaison. Serves as project manager of the case management system. Promotes office security and acts as the contact for after-hours office access. Recommends and implements policies and procedures, and performs other duties as required.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Oversees and directs staffing by drafting and placing employment advertisements, reviewing and selecting resumes, conducting interviews, validating references, recommending hiring, documenting hiring requests, helping to determine support staff team assignments, and arranging access to various computer programs and software.
2	S	Prepares annual budget requests and directs office purchases by reviewing past and current spending practices, ascertaining needs for upcoming fiscal year, reviewing current needs, determining equipment purchases, and directing funding and purchases of the office.
3	S	Serves as office liaison with other agencies by meeting with various departments and divisions regarding case management, software issues, and personnel-related requests, preparing and presenting budget and other requests, and maintains office and special concerns.
4	S	Serves as project manager of case management system by assessing database docketing system used to track caseloads, communicating concerns, revisions, and updates to software, and securing database access.
5	L	Recommends and implements policies and procedures by preparing and updating office handbook, and responding to employee issues.
6	L	Promotes office security by resetting passwords for software and locks in office and serving as security contact for various after-hours vendors.
7	M	Performs other duties as required by troubleshooting computer problems, relocating and assembling office furniture, and coordinating office events.

CSC Adopted: June 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Over three years experience.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read financial documents, contracts, various reports, policies and procedures, and correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division and statistics.
Writing	Work requires the ability to write policies and procedures, correspondence, and reports.
Managerial	Managerial responsibilities include delegating work, handling personnel conflicts, facilitating projects, and monitoring software upgrades.
Budget Responsibility	The Incumbent oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees in a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Incumbents contact others within the organization. These contacts may involve similar work units or departments within the City, which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

CSC Adopted: June 2001 , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, meetings, presentations, talking to employees on location
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	F	Inter-office, to/from building floors
Lifting	F	Computer, monitors, printers, boxes, office supplies, files, books, manuals
Carrying	F	Computer, monitors, printers, boxes, office supplies, files, books, manuals
Pushing/Pulling	O	Office furniture, office equipment
Reaching	R	Mailboxes, computer hubs
Handling	F	Computer, monitors, printers, boxes, office supplies, files, books, manuals, cable
Fine Dexterity	F	Computer keyboard, calculator, writing, hooking up computer, use of cable
Kneeling	O	Computer workstation assembly or configuration
Crouching	O	Computer workstation assembly or configuration
Crawling	O	Computer workstation assembly or configuration
Bending	O	Computer workstation assembly or configuration
Twisting	O	Computer workstation assembly or configuration
Climbing	R	Ladder
Balancing	R	On ladder
Vision	C	Computer, desk work, computer workstation assembly or configuration, reading, writing, filing, use of office equipment
Hearing	C	Telephone, co-workers, staff, supervisor, various city contacts including analysts, engineers, managers, secretaries, officers, clerks, Police, attorneys, finance, human resource, facility and enterprise management, meetings, presentations
Talking	C	Telephone, co-workers, staff, supervisor, various city contacts including analysts, engineers, managers, secretaries, officers, clerks, Police, attorneys, finance, human resource, facility and enterprise management, meetings, presentations
Foot Controls	N	
Other (specify)	N	

CSC Adopted: June 2001 , CSC Revised: _____

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, general office supplies, screwdriver, hammer, docking station, scanner, video projector, laptop computer, Standard Microsoft Windows and Office software, DBRS, CMS (FoxPro), CJIS/Pistol2000, Zip Code Directory, Advantage Financial System software (AFIN), Citrix, Michie's Casefinder, PeopleSoft, Norfolk Code, Rightfax, TPX, SMS, WinZip, VEC, MVSP, SCB, Supt.Ct., Control V, Internet/Intranet

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)